



VACANCY ANNOUNCEMENT

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

Title Administrative Analyst 4 [Unclassified]			Salary R29 \$81,979.98 - \$116,912.67
Posting Number A195-22	Position Number 961873	Number of Positions 1	Posting Period * From: 02/23/2022 To: 03/09/2022
Location: Office of Management and Administration Office of Budget and Financial Planning 55 North Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>As part of the Office of Budget & Financial Planning, Federal Funds Management Unit, this position is responsible for managing the operations of the to-be assembled COVID fiscal staff overseeing such aspects as; the compilation of federal fiscal reports, including monthly and annual submissions to CDC, account salary and non-salary reconciliations, overall fund and expense tracking and FEMA/OEM reimbursement submissions.</p> <p>Manage state and federal COVID allocations of approximately \$670 million. Forecast expenditures and use various projection models to make recommendations to the Director on potential fiscal impacts, surpluses and deficits. Produce ad-hoc statistical budget and data analyses, as requested by Senior Management, using information technology such as Business Objects, and NJCFS to analyze and evaluate the effectiveness of programs. Make recommendations and provide alternatives on how to improve current on-going procedures in Financial Services, relating to COVID-19 fund management. Produce state, revenue, and federal budget reports using acceptable accounting principles, techniques, and information system technology to analyze and evaluate the programs and budgets in the department.</p> <p>Serves as lead point-of-contact on COVID-19 funding in the Office of Budget and Financial Planning with OMB, Department Program Managers & Directors, and Federal Grants Management Officers. Attend meetings representing the Department of Health (DOH) on any issues related to the COVID-19 budget and accounts assigned. Meet with and provide guidance to divisional fiscal officers, directors, and senior management, as needed, concerning COVID -19 budget questions, federal funds availability, and compliance with both state and federal regulations for audit purposes.</p> <p>Coordinate, review, and approve complex budget reports, accounting documents, contracts, federal grant applications, and federal financial reports for the Department of Health, OMB and the Center for Disease Control. Coordinate analyses to ensure expenditure commitments are budgeted and approved. Instruct staff on the impact of changes in state and federal regulations including adherence to guidelines and policies governing the Coronavirus Relief Fund. Monitor and report the expenditures of complex federal grant programs.</p> <p>Assist the Director in managing state, revenue and federal budgets, evaluation and position data and prepares applicable reports for submission to the Office of Management and Budget (OMB) and Senior Officials. Provide the Director with supporting fiscal analyses on budget matters, based on real-time data. Provide quarterly projections and spending plan updates. Ensure the timely availability of funds and that expenditures do not exceed appropriations. or approved budgets</p> <p>Supervises work activities of fiscal analysts and trainees in planning and conducting management, statistical, organizational, fiscal, performance, and budget analyses of department and/or division COVID programs. This includes reviewing and approving budgets, accounting documents, contracts, and federal financial reports. Supervise staff in the review of federal grant applications and agreements to ensure accurate budget information, conformity with the grant conditions, and proper utilization of federal and state resources in compliance with federal and state regulations and procedures. Provide training on these activities to new staff.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #195-22
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.